



RUTGERS POLICY

Section: 60.3.10

Section Title: Non-Academic Employees

Policy Name: Vacation for Staff Members

Formerly Book: 3.6.11

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: University Human Resources

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Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
Regularly appointed staff members earn vacation on a monthly basis in accordance with the "Accrual of Vacation Allowance" schedules stated in the policy.
2. **Reason for the Policy**
To provide definitions and address vacation carryover and borrowing of time, separation from the university, status changes, and accrual of vacation allowance.
3. **Who Should Read This Policy**
All members of the Rutgers University community
4. **Related Documents**
Absence Reporting System overview (<http://uhr.rutgers.edu/misc/arssystem.htm>) and system access (<https://payrolluhr.rutgers.edu/ars/>)
5. **Contacts**
University Human Resources Benefits Office 732-932-3020, ext. 4077
6. **The Policy**

60.3.10 VACATION FOR STAFF MEMBERS

I. General

Regularly appointed staff members earn vacation on a monthly basis in accordance with the "Accrual of Vacation Allowance" schedules below. Vacation earned in one fiscal year is to be used the following fiscal year.¹ At the end of the fiscal year, all available, unused vacation is forfeited unless approved by the supervisor as explained in section B below.

¹ A fiscal year is the period from July 1 through June 30.

In the case of extended vacation beyond the number of days available, salary adjustments must be made.

Any vacation time taken must be recorded in the Absence Reporting System as "V."

II. Definitions

A. Current Year's Allowance:

This is defined as the time that an employee has available for use in the current fiscal year, having earned it in the preceding fiscal year. The Current Year's Allowance does not include any remaining time that was carried forth into the current fiscal year from the Prior Year's Allowance.

B. Prior Year's Allowance:

This is defined as the time that an employee had available for use in the prior fiscal year, which was earned in the fiscal year prior thereto.

III. Carryover

In limited circumstances and subject to the limitations set forth in section VI.B below, if it is mutually agreed between the employee and the supervisor that the pressure of work or special circumstances make it difficult for the employee to use all of his or her current year's allowance, a maximum of one year's vacation allowance may be carried forward into the succeeding year. If an employee has already carried forth time from a prior year's allowance and there still remains unused vacation time at the end of the year in excess of 25 days (maximum vacation allowance), only 25 days may be carried forward. In no event will an employee be permitted to continuously carry forth vacation allowances such that in any given fiscal year he or she would have more than 50 days available. In such cases, the balance of time will be subject to forfeiture. The Absence Reporting System must also be certified by the appropriate university officer; no employee may certify his or her own Vacation Allowance Carryover in the Absence Reporting System.

IV. Borrowing of Time

Under normal circumstances an employee is not allowed to "borrow" vacation time; that is, use vacation in the fiscal year in which it is being earned. However, exceptions to this policy may be made when extenuating circumstances exist. Such requests must be made to the appropriate departmental authority. For consideration, the individual must have been employed at least one year and if the request is approved, the maximum amount to be "borrowed" will be limited to the number of days accrued in the fiscal year up to the time the vacation is taken. An exception to this policy may be made when it is uncertain whether a grant will be renewed. In order to avoid costs beyond the grant, earned vacation should be taken during the life of the grant.

V. Usage

Vacations must be scheduled at the convenience of each department according to departmental work requirements. An employee may not use a carried-over vacation allowance in conjunction with the current year's allowance for purposes of an extended vacation unless the supervisor and the employee mutually agree to such an extended vacation.

When a university holiday falls within an approved vacation period, it is not counted as a vacation day. This provision does not apply to vacation allowances paid upon resignation or death, but does apply to paid vacation at the time of retirement.

If an employee becomes ill for five or more days while on vacation, the employee may request that the portion of vacation during which he or she was ill be charged to sick leave instead of vacation provided that the employee was hospitalized during the period or was under a doctor's care for illness other than a chronic condition during the vacation period. In both cases, the employee must submit acceptable evidence of such hospitalization or doctor's attendance.

VI. Separation from the University

A. Resignation or Termination

A lump-sum payment is made for unused vacation at the time of separation from university employment. Eligible employees are entitled to payment for the unused portion of the vacation allowance earned in the preceding fiscal year, including any approved amount carried forth from the prior year, plus the amount of vacation accrued on a pro rata basis for each full calendar month worked in the fiscal year in which separation occurs. Employees must work through the last working day of the month in order to receive vacation credit for that month. No additional days are given for holidays which may occur after the final day of actual work.

B. Retirement

All vacation time must be exhausted prior to the effective date of retirement (e.g., if an employee's retirement is effective June 30, he or she must take all of his or her earned vacation prior to that date; it cannot extend beyond June 30). The retiring employee must exhaust his or her current year's allowance, any remaining amount carried forth from the prior year's allowance, as well as the amount of vacation accrued on a pro rata basis for each full calendar month of service in the fiscal year in which retirement occurs. In exhausting all available time, if a holiday falls within the vacation period, it is not counted as a vacation day.

In limited circumstances, when it is not possible due to the operational needs of a department for an employee to exhaust all vacation time prior to the effective date of retirement, the employee will be paid up to the amount of the current year's allowance. Eligibility for such payment is subject to approval of the appropriate university vice president or provost. Any remaining unused time that is not approved for reimbursement will be subject to forfeiture.

C. Death of Employee

It is the policy of the university to authorize payment for unused vacation time of a deceased employee who has been a regularly employed staff member. Such payment shall be for any unused vacation earned in the preceding fiscal year plus the amount of vacation accrued on a pro rata basis for each full calendar month of service in the fiscal year in which death occurs. No additional days are given for holidays which may occur after the date of death.

VII. Status Changes

A. From Staff to Faculty:

An individual whose status changes from staff to faculty must always take all allowable accrued vacation prior to the change to faculty status. No vacation can be carried over to the faculty appointment and no payments in lieu of vacation time not taken are permitted without prior approval of the appropriate university vice president or provost.

From Faculty to Staff:

An individual whose status changes from faculty to staff will be granted a full year's vacation accrual based on the employee's date of hire and workweek classification.

B. From Part-time to Full-time and from Full-Time to Part-Time:

When a staff member's status changes from full-time to part-time or part-time to full-time, the Absence Reporting System will calculate (prorate for part-time) the monthly accrual based on the new percentage rate for the remainder of the fiscal year, expressed as the full-time equivalent.

1. Example: An employee was 50% from July 1 through December 31 (six months), changes to 100% January 1 through June 30 (six months).

6 months X 1.25 @ 50% = 3.75 full-time days
6 months X 1.25 @ 100% = 7.5 full-time days
Total accrual = 11.3 full-time days

2. Example: An employee was 100% from July 1 through January 31 (seven months), changes to 60% February 1 through June 30 (five months).

7 months X 1.25 @ 100% = 8.8 full-time days
5 months X 1.25 @ 60% = 3.8 full-time days
Total accrual = 12.6 full-time days

VIII. Accrual of Vacation Allowance

Regularly appointed staff members accrue vacation days for each full calendar month worked; the number of days accrued depends on the employee's status at the time of accrual. Vacation days are accrued in one fiscal year for use the following fiscal year. Employees who are on leaves of absence without salary do not earn vacation time during each full calendar month of absence, except that employees who are on leaves of absence due to injuries occurring in the course of and arising out of employment at Rutgers will continue to earn vacation until workers' compensation payments cease.

Full-time 10-month staff employees accrue vacation on the same per-month-worked basis as full-time 12-month employees.

Part-time staff employees accrue vacation on the same basis as full-time staff except that it is prorated according to the percentage of time appointed.

A. Vacation Accruals in the First Year of Employment:

1. Employees who start work on the first working day in July accrue 1.25 days for each full calendar month worked during that fiscal year.
2. Employees who start work after the first working day in July accrue one day of vacation for each full calendar month worked during the remainder of that fiscal year.

B. Vacation Accruals During Subsequent Fiscal Years:

Increases in vacation accruals are based on an employee's actual years of service in conjunction with his or her workweek classification. See paragraph VIII.C for examples of how to calculate accruals in these "break" years.

1. 35-, 37.5 (NE) - and 40-hour Fixed Workweek Classifications. (See also paragraph VIII.B.2 below regarding the NE classification.)
 - a. Accrue 1.25 days per full month worked through the completion of 10 years of service. When such 10-year anniversary occurs during a fiscal year, the employee accrues at the 1.25 rate through the anniversary month and at a rate of 1.66 days per full month worked for the remainder of that fiscal year.
 - b. Accrue 1.66 days per full month worked from the 10-year anniversary date through the completion of 20 years of service. When such 20-year anniversary occurs during a fiscal year, the employee accrues the 1.66 rate through the anniversary month and at a rate of 2.10 days per full month worked for the remainder of that fiscal year.
 - c. Accrue 2.10 days per full month worked after the completion of 20 years of service to a maximum of 25 days in the fiscal year.
 2. NE (37.5-hour) Fixed Workweek Classification:
 - a. Persons hired into or transferred into the NE classification after April 15, 1986: Follow the vacation allowance for 37.5-hour workweek classification. (see paragraph VIII.B.1 above).
 - b. Persons who were changed from the NL to the NE classification on April 15, 1986: Follow vacation allowance for the NL classification in paragraph VIII.B.3 below.
 3. NL Classification:
 - a. Accrue 1.25 days per full month worked through the completion of four years of service. When such four-year anniversary occurs during a fiscal year, the employee accrues at the 1.25 rate through the anniversary month and at a rate of 1.66 per full month worked for the remainder of that fiscal year.
 - b. Accrue 1.66 days per full month worked from the four-year anniversary date through the completion of 19 years of service. When such 19-year anniversary occurs during a fiscal year, the employee accrues at the 1.66 rate through the anniversary month and at a rate of 2.10 per full month worked for the remainder of that fiscal year.
 - c. Accrue 2.10 days per full month worked after the completion of 19 years of service to a maximum of 25 days in the fiscal year.
- C. How to Calculate the Accrual Rate in "Break" Years:
1. An employee in a 35-hour fixed workweek title who completes 10 years of service on October 10 will accrue 1.25 days per month for July, August, September, and October (5 days), and will accrue 1.66 days per month for November through June 30 (13.3 days). On July 1, the employee will have accrued 18.3 days.

2. An employee in a title designated "NL" who completes 19 years of service on April 1 will accrue 1.66 days per month from July through March (15 days), and will accrue 2.1 days per month for April through June 30 (6.3 days). On July 1, the employee will have accrued 21.3 days.

IX. Interpretation of Policy

Questions regarding vacation accrual for staff members should be directed to University Human Resources.

Always refer to the appropriate collective negotiations Agreements for any variations or additional details to the above policy.